

# FCSS REIMBURSEMENT PROCESS GUIDE

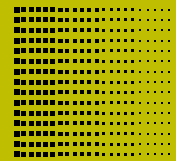
This process outlines the steps in order to get reimbursed for initiatives funded by the student society CSIF/Student Clubs Committee.

01

## Create Event Graphic

Create an event graphic before your event.

(Make sure to include the Funded/ Supported by FCSS Logo) in it.



02

## Post graphic in Budget Sheet

Post your event graphic on social media, and onto your budget submission sheet that is shared with ED Finance, FCSS Manager, ED Student Services, and TED.



03

## RSVP List

Ensure you are keeping track of who attends your event. **We need:**

- Student Full-name
- Student #
- Student Email
- Program at TMU

Send within a week to ED Finance



04

## Receipt Photos

Ensure you are taking photos of your receipt's

The receipt must:

- Include Date of Purchase
- Include the items and amounts
- Include the tax



05

## Reimbursement Form

Fill out the reimbursement form once all the previous steps are done to ensure you and your peers are good to get reimbursed.



06

## Sit tight

The ED Finance and Corporate Relations, FCSS Manager or TED will reach out to you if any problems do occur during the process of reimbursement.

